

The current form of OSA's are **American Express Travelers Checks**. This is a three step process. The following are step by step instructions for issuing **Travelers Checks** via ExpressPass (EP). This is the **FIRST STEP**. Instructions for creating a user ID are contained in **enclosure ?** of this instruction.

NOTE: If you do not have an EP logon ID, contact Scott Arndt at 202-267-1970 or [sarndt@comdt.uscg.mil](mailto:sarndt@comdt.uscg.mil) ([Scott.R.Arndt@uscg.mil](mailto:Scott.R.Arndt@uscg.mil)). You will need to ensure that you are a designated **Travelers Check** agent and he has a copy of your letter on file in order for him to give you a logon ID.

If you have not gone to the EP website, click on the following link: [ExpressPass](#)

**STEP 1. EXPRESSPASS SELL ENTRY** This is what the EP home page looks like:

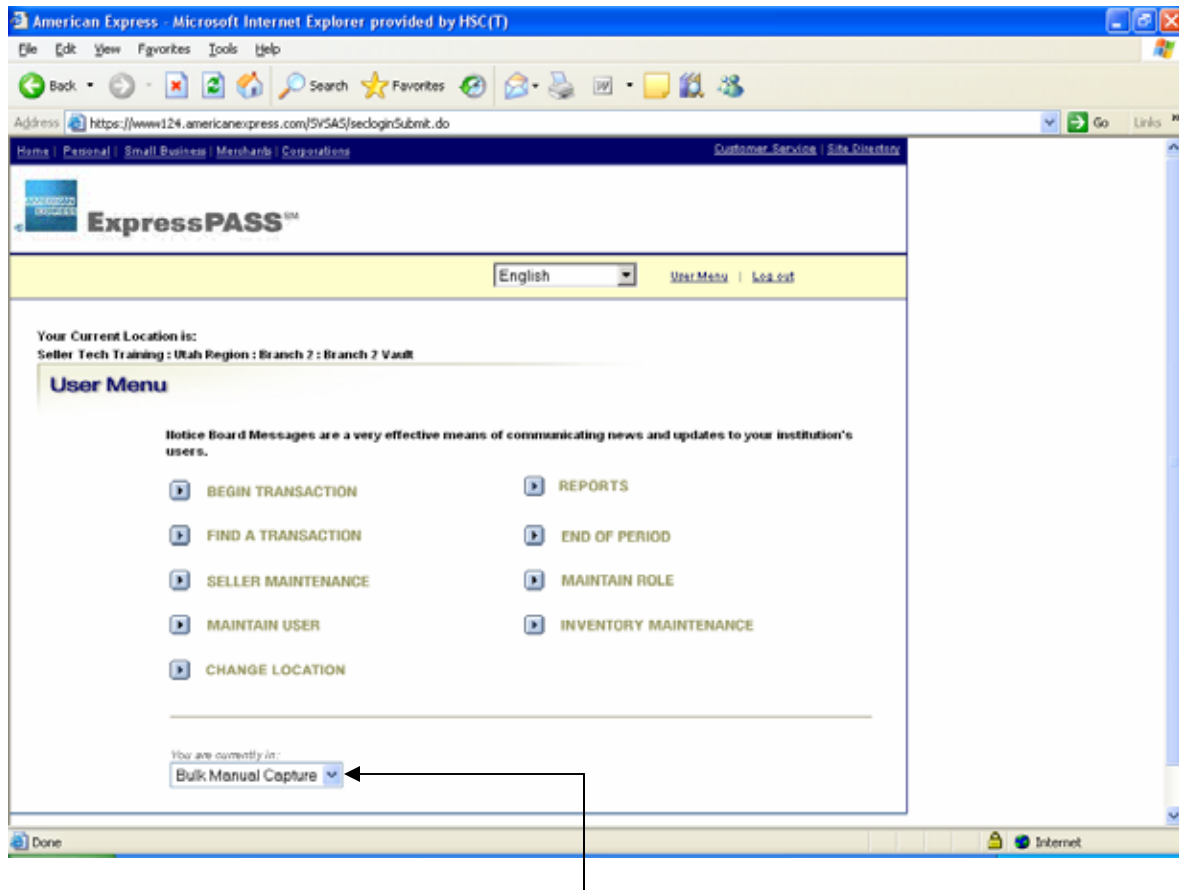
The screenshot shows the American Express ExpressPass login page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: [https://sso.americanexpress.com/SSO/request?request\\_type=un\\_login&sslang=en\\_US&ssbrand=WEBSS&TYPE=33554432&REALMID=06-000a9e00-886a-107f-a6c9](https://sso.americanexpress.com/SSO/request?request_type=un_login&sslang=en_US&ssbrand=WEBSS&TYPE=33554432&REALMID=06-000a9e00-886a-107f-a6c9). The page features the American Express logo and a navigation bar with links: Home, Personal, Small Business, Merchant, Corporate, Customer Service, and Site Directory. The main content area is titled "Do you already have a User ID and Password?" and is divided into two panels. The "Yes" panel, titled "I have a User ID and Password", contains a "Enter User ID and Password" section with input fields for "User ID" and "Password", a "Go" button, and links for "Forgotten your Password?" and "I'm registering for a new service and want a separate ID and Password". The "No" panel, titled "I need to create a User ID and Password", contains a link for "I am a new user" and a "Go" button. At the bottom of the page, there is a footer with links to "Corporate Entities and Important Disclosures", "Web Site Rules and Regulations", "Trademarks", and "Privacy Statement", along with a copyright notice for 2003 American Express Company.

Enter your EP Logon ID and click 'Go'

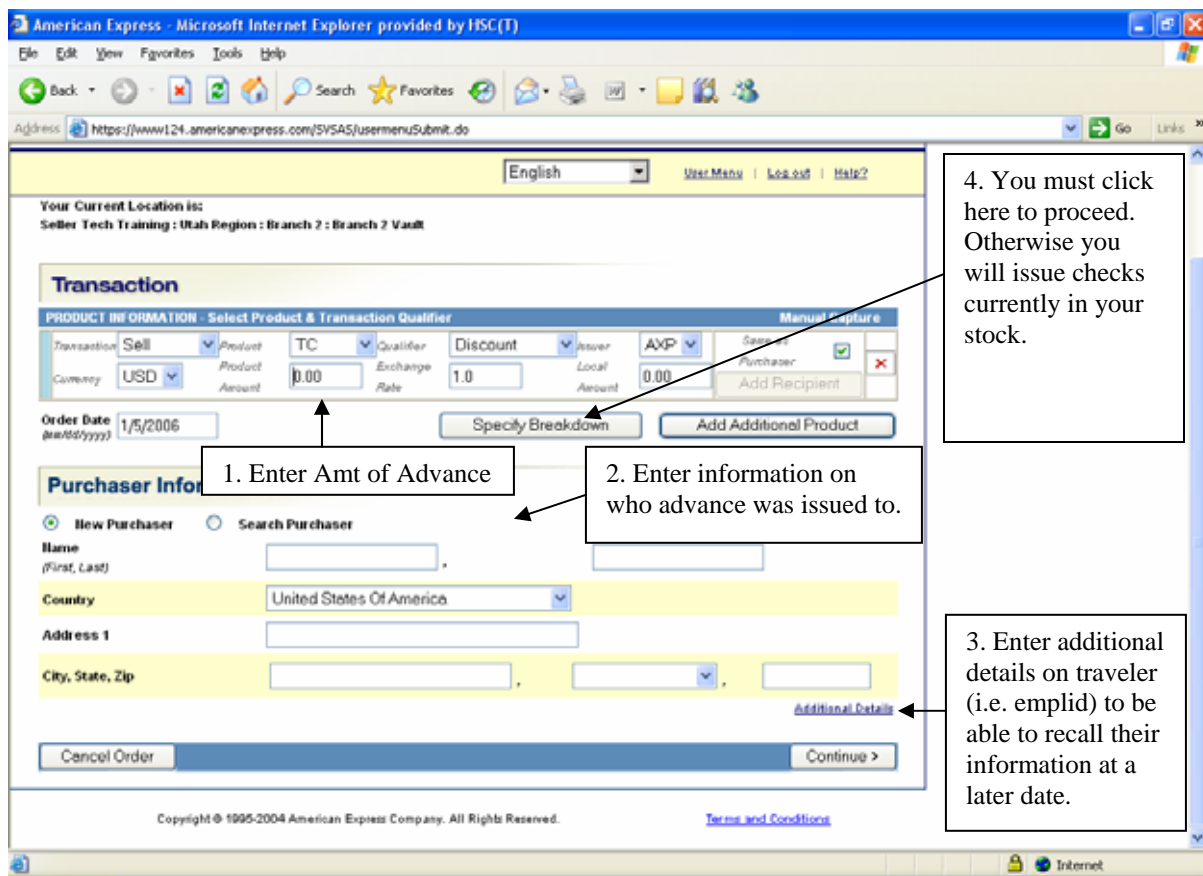
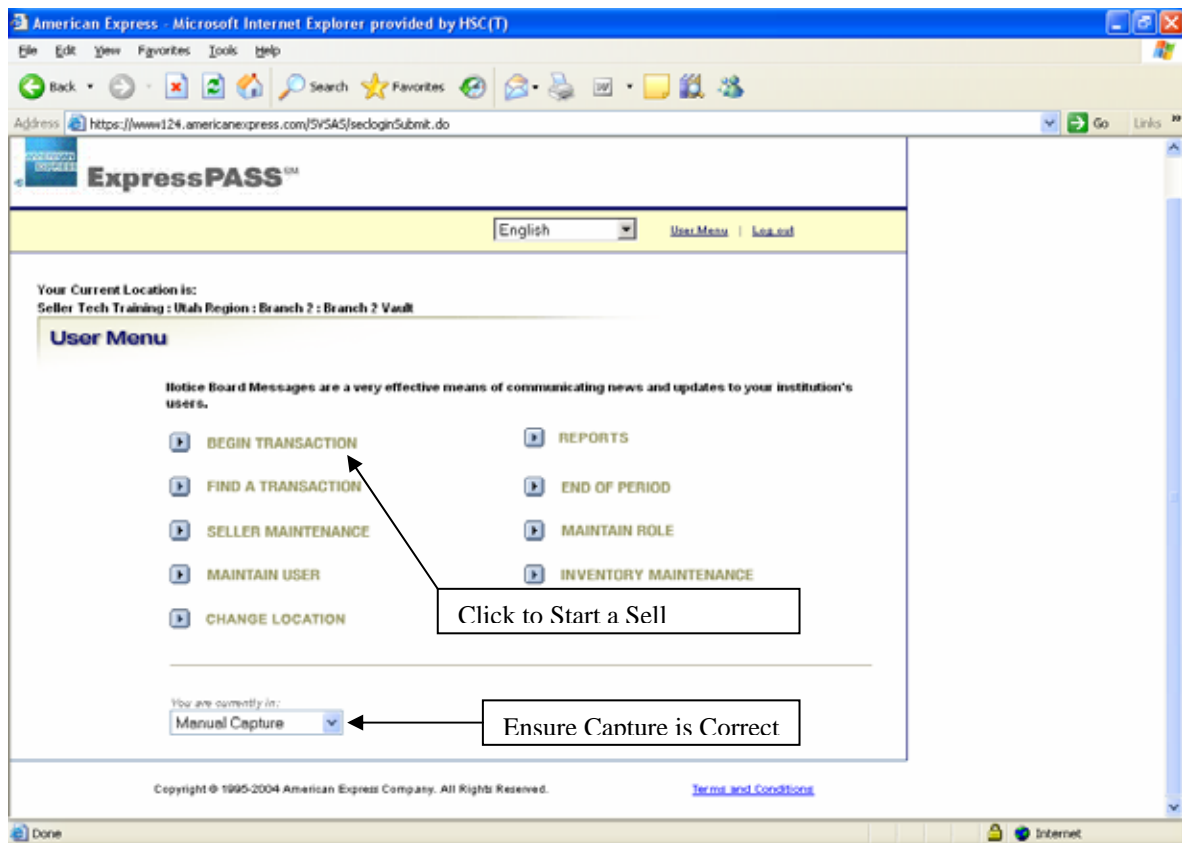
Once you have logged on, you will be taken to this screen:

**NOTE:** If the Outlet is NOT your unit, contact Scott Arndt to have him assign you to the correct selling Outlet.

For security reasons, the following screen shots are from a training environment. Actual screen shots may differ slightly, however the steps to make a sell are the same.



This box should default to “Manual Capture”. You can however, change it to either Point of Sale or Bulk Manual Capture. In Manual Capture, you enter all of the information (i.e. Traveler information, serial numbers from checks, etc. You would use this if you enter the sell in advance or after the traveler has left your office. In Point of Sale, you enter the traveler information and have the option to let the computer choose the **travelers checks** to issue or enter the serial numbers manually. In Bulk Manual Capture, you only enter the serial numbers of the checks that you issue. For more in-depth instructions on each way to issue travelers checks, refer to the EP user guide. **The remainder of this guide will be from issuing via Manual Capture.**



Stock Entry Page - Microsoft Internet Explorer provided by HSC(T)

Address: https://www124.americanexpress.com/5V5A5/processTransactionPage.do

Home | Personal | Small Business | Merchants | Corporations

ExpressPASS™

English User Menu Log out Help?

Your Current Location is:  
Seller Tech Training : Utah Region : Branch 2 : Branch 2 Vault

### Stock Selection

TC - USD - Sell	Amount Requested = 200.00	Total Reserved = 0.00	Manual Capture
Par x Denomination	Quantity	Series	Start Serial Number
5 x 1000			
3 x 500			
10 x 100			
10 x 50			
5 x 100			
3 x 100			
10 x 20			
3 x 50			

Cancel Add Continue >

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1. All of the information entered here is taken from the Purchase Record of the travelers checks issued.

2. Click Continue

End Serial Number will automatically be fill based on the information from the previous fields.

American Express - Microsoft Internet Explorer provided by HSC(T)

Address: https://www124.americanexpress.com/5V5A5/processManualCapture.do

Home | Personal | Small Business | Merchants | Corporations

ExpressPASS™

English User Menu Log out Help?

Your Current Location is:  
Seller Tech Training : Utah Region : Branch 2 : Branch 2 Vault

### Transaction

Transaction	Product	Issuer	Currency	Product Amount	Exchange Rate	Local Amount	Charges	Save as Purchaser
Sell	TC - Discount	AXP	USD	200.00	1.0	200.00	0.00	<input checked="" type="checkbox"/>

Order Date (mm/dd/yyyy): 1/5/2006

Specify Breakdown Add Additional Product

### Purchaser Information

☒ New Purchaser ☐ Search Purchaser

Name (First, Last): d d

Country: United States Of America

Address 1: d

City, State, Zip: d Delaware 123456

Cancel Order Continue >

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Click Continue

Confirm Order Page - Microsoft Internet Explorer provided by HSC(T)

Address: <https://www124.americanexpress.com/SVSAS/processTransactionPage.do>

Product	Trans Type	Currency	Issuer	Multiple	Quantity	Serial Number	Value	Product Amount	Rate	Local Amount	Charges
TC	Sell	USD	AXP	10 x 20	1	LL 123456789 - 123456789	200.00	200.00	1.0	200.00	0.00

Recipient: d d d DE 123456 USA

[Add Stock Breakdown](#)

Subtotal: 200.00  
 Order Charges: 0.00  
 Total Charges: 0.00

Total Due: 200.00

Sales Date: 1/5/2008  
[Order Comments:](#)

**Payment Details**

Total Amount Paid: 0.00  
 Total Amount Outstanding: 200.00

Transaction: Product: Currency: Product Amount: Exchange Rate: Local Amount:

Pay In: Cash USD 200.00 1.0 200.00 [Reset Amounts](#)

[Add Payout](#) [Add Payment](#)

[Return to Product Information](#) [Cancel Order](#) [Confirm Order](#)

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Once you click the Confirm Order button, a transaction receipt will be displayed in a new window. If you wish to have the member sign it, please do so. As part of the package that is mailed to FINCEN, either the Purchase Record from the travelers checks or the ExpressPass generated receipt MUST accompany the SF-1038, copy of the travel orders, & POS receipt.

If you close the screen, you will see that you are ready to issue another sells transaction.

For more information regarding the Manual Capture Sell or the other two methods of selling travelers checks, see Chapter 5 of the ExpressPass User Guide.

## STEP 2. POS Terminal Entry (MUST BE DONE ON THE DAY OF THE EXPRESSPASS ENTRY)

Step 1: Press 2

Step 2: Type in your Travelers Checks credit card number

Step 3: Press the Function/Enter button

Step 4: Type in the amount of travel advance (VERY IMPORTANT)

Step 5: Press Function/Enter button

Step 6: Type in travelers SSN or EMPLID

Step 7: Press the Alpha button

Step 8: Using the keypad type in members last name (ALL OF IT)

Step 9: Press the Function/Enter button

Step 10: Type 0 (zero)

Step 11: Press the Function/Enter button

Step 12: Press 0 (zero)

Step 13: Press 3

Once the receipt is printed, have the member sign the receipt.

**End Of Day (MUST be done every day that a sell is made)**

Step 1: Press 8

Step 2: Press 0 (zero)

Step 3: Type the total amount of transactions you did that day. (If you print an end of day report from ExpressPass, you should get the amount from that)

Step 4: Press the Function/Enter button

Step 5: After End of day is printed, POS terminal will say “close OK”

Step 6: Press the Clear button.